



STATE OF NEVADA

Department of Conservation & Natural Resources

DIVISION OF ENVIRONMENTAL PROTECTION

Jim Gibbons, Governor

Allen Biaggi, Director

Leo M. Drozdoff, P.E., Administrator

December 2007

NOTICE TO SUBMIT THE 2007 BIENNIAL HAZARDOUS WASTE REPORT

This letter serves as notice to you that the 2007 Hazardous Waste Report must be submitted to the Nevada Division of Environmental Protection by March 1, 2008, as specified in Nevada Administrative Code (NAC) Section 444.8675. The report details the type and amount of hazardous waste that was generated onsite, shipped off-site and/or received from off-site during the reporting year.

PLEASE READ THE ENTIRE NOTICE BEFORE BEGINNING YOUR HAZARDOUS WASTE REPORT.

All owners or operators of businesses or sites that generated, treated, stored or disposed of hazardous waste, and/or held an active hazardous waste identification number issued by the U.S. Environmental Protection Agency or the Nevada Division of Environmental Protection during calendar year 2007, are required to complete and submit a Hazardous Waste Report as follows:

Treatment, storage, and disposal (TSD) facilities complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical generated
- 1 - Form WR listing all hazardous waste received from an off-site HW generator, and
- 1 - Form OI listing facilities to which you shipped or received hazardous waste and transporters.

Large Quantity Generators (LQG) (more than 2,200 lbs in any single month) complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical/stream generated, and
- 1 - Form OI listing all transporters and receiving facilities.

All LQG and TSD sites **must** submit their report (1) on a 3.5" computer diskette, or (2) on a CD-Rom, or (3) as a "flat file" attachment in an email to brs@unr.edu, by using the free software developed by the Florida Department of Environmental Protection. The software may be obtained as follows:

- Download the software at:
www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm.
- Request the software on CD-Rom by contacting the Nevada Small Business Development Center's Business Environmental Program at (800) 882-3233 or (702) 866-5927 in Las Vegas.

Small Quantity Generators (SQG) (generators of 220 – 2,200 lbs in any single month) complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (3 pages)
- 1 - Form GM for each reportable hazardous waste chemical/stream generated, and
- 1 - Form OI listing all transporters and receiving facilities.

All SQGs are encouraged to use the free software from the Florida Department of Environmental Protection that may be accessed through the following link at
www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm.

All TSD, LQG or SQG facilities submitting electronically **must** also submit a printed and signed copy of the completed RCRA Subtitle C Site Identification Form. The RCRA Subtitle C Site Identification Form must include your Company name, EPA Identification Number, Contact Name and Phone Number.

Conditionally Exempt Small Quantity Generators (CESQG) (generating less than 220 lbs in any single month) **and non-handlers** complete either the:

- Nevada Conditionally Exempt Small Quantity Generator (CESQG) report form (included in this mailing) **or the**
- RCRA Subtitle C Site Identification Form (8700-13A/B) (3 pages)

The RCRA Subtitle C Site Identification Form (8700-13A/B) is available on a "first come, first served" basis by contacting the Nevada Small Business Development Center's Business Environmental Program at (800) 882-3233 or (702) 866-5927 in Las Vegas. A copy of the instructions and forms may be obtained from the EPA website at www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm.

All reporters must send their printed and signed RCRA Subtitle C or CESQG form to:

Nevada Division of Environmental Protection
Bureau of Waste Management , Biennial Report Staff
901 S Stewart St, Suite 4001
Carson City, Nevada 89701-5249

Additional Information:

- A **FREE** training seminar will be conducted to assist you in completing the 2007 Hazardous Waste Report forms. See the enclosed announcement for dates, times and locations.
- As a reminder, sites are required by law to keep copies of their report for three years after the filing date.
- If your site is no longer generating hazardous waste and you wish to deactivate your EPA Identification Number, please follow the instructions included with this document.
- If you are unsure what your EPA Identification Number is please check the mailing label of the envelope accompanying this letter, call the Nevada Small Business Development Center's Business Environmental Program at (800) 882-3233, in Las Vegas at (702) 866-5927, or check via the web at www.epa.gov/enviro.
- If your waste is picked up by a contractual service, YOU are the legal generator of the waste and YOU are required to fill out the hazardous waste report.
- If you are using the booklet or enclosed form, make additional copies of the forms that you will need before you begin filling them out.
- Do not report non-RCRA, non-hazardous waste streams such as exempt wastewaters, asbestos, PCB's or used oil, used antifreeze, etc.
- Complete all the forms in their entirety.
- Use only valid codes (EPA hazardous waste codes, form code, management method code, etc.) from the lists provided in the 2007 Hazardous Waste Report instructions.

If you need help completing your BRS forms, please contact the University of Nevada, Reno, Nevada Small Business Development Center's Business Environmental Program at (800) 882-3233 or in Las Vegas at (702) 866-5927 for free and confidential assistance.

Enclosures:
Deactivation of EPA ID # Instructions
CESQG Form (if you are currently a CESQG)
Business Environmental Program Training Postcard